

Part I

At some point during your academic or professional career, you may be required to write a report. Reports serve several functions. They may be used to communicate information within an organization upwards to senior management, downwards to staff, or externally to government regulators. They can also serve a persuasive role to get management motivated to take a desired action, support a project, or approve an investment decision. This handout will provide you with an outlined structure for writing reports. After reading this handout you should be able to

- Identify the purpose of a report and the needs of your audience
- Distinguish between informational and analytical reports
- Develop an effective report structure
- Decide on what language and level of detail is appropriate for your target audience
- Apply an appropriate degree of formality to your report
- Determine if the direct or indirect method is appropriate for your target audience
- Create headings, transitions, and graphics to enhance your report's readability

Preparing and Planning: the Audience and the Purpose

The first thing you must do when writing a report is determine why and for whom you are writing. You may be trying to relay requested information to your boss, or you may make an unsolicited proposal to a financial officer for an investment that will reduce cost. You may be asked to investigate an on-the-job accident, or you may have to explain why a project has fallen behind schedule. The purpose and audience of your report will determine the use of language, the degree of formality, the method of delivery, the structure, and the type of report.

For now, let's focus on the different types of reports. The most common types include

Periodic reports – communicate the activities of an ongoing operation at equal and regular intervals. For example, someone might write a quarterly sales report at a retail store.

Trip and conference reports – communicate experiences, details, and knowledge gained from attending activities outside of an organization. For example, an employee that spends a weekend attending a training seminar may be asked to communicate the experience to peers in an effort to share knowledge.

Progress reports - update management or a supervisor on the progress of a project or a process. Examples include reports that communicate the development of a building site or steps that are being taken to adhere to regulation.

Investigative reports – seek to find answers to predetermined questions. A sample report found in a separate handout, for example, answers the question “what is the relationship between the TSX Composite Index and the energy sector?”

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web animal habitat diorama and research grade 2 students will create a diorama of a habitat or ecosystem such as tundra ocean pond rain forest forest or desert it should include the animals plant life and climate native to the habitat

rubric grade 2 animal project - Feb 10 2022

web rubric grade 2 animal project menu home translate download mercer mayer reading grade 2 mobipocket tiny book of tea treats delicious recipes for special times add comment mercer mayer reading grade 2 edit

elementary animal research project henry county schools - May 28 2023

web animal research project dear parents beginning the week of we will begin a unit on animals as part of our study each child will need to create a project about an animal the project will begin with each student choosing the animal they wish to research we will do this in class

results for animal project rubric tpt - Jun 16 2022

web this rubric is designed to grade a research project using standards based grading 1 4 rubric it is a great tool to quickly grade student work at the end of our adaptations unit each student chooses an animal to research and creates a powerpoint presentation or google slide to demonstrate the knowledge that they learned

how to explode student engagement with this habitat research project - Mar 26 2023

web mar 2 2021 one huge 2nd grade standard is researching and learning about animals and their adaptations students love this unit but teachers can be intimidated by the overwhelming pressure involved in guiding student research at such a young age i love doing this 2nd grade animal research project with my students every march

grassland biome create an animal project teacher made - Sep 19 2022

web students will be guided through a process to create a grassland animal based on facts about the grassland biome and adaptations that are appropriate for this habitat students will also create a common and scientific name based on scientific classification this project includes a rubric for easy assessment